



POST DATE: February 8, 2012

POSITION: Felony Staff Attorney, Calcasieu Public Defender's Office, Lake Charles, Louisiana

JOB RESPONSIBILITIES:

Representation of indigent defendants and clients in all cases assigned. Representation may include intake processing, collection of background information concerning the client and offense, interviewing clients and witnesses, case investigation, legal research and writing, preparation for court proceedings, representing clients at hearings and/or trials, and any other representation functions. This position requires an aggressive motion and writ practice. Representation will also require good communication skills and maintaining a good working relationship with your clients. You will be required to maintain accurate, complete and thorough documentation in all files and input required information into the case management system.

REQUIRED QUALIFICATIONS:

Applicants must possess a law degree from an accredited law school and be licensed to practice law in Louisiana. Experience gained through employment as a practicing attorney or previous experience in the criminal defense field is required. Bilingual capability (Spanish, French, and Vietnamese) is a plus. Positive client communication skills are essential. Applicants must be able to handle fast-paced, intensive case development and management.

SALARY:

This staff position is a full-time position. No outside law practice is permitted. Salary is commensurate with experience, from \$45,000 to \$60,000 with opportunities for increase. Limited health benefits are provided. Additional training is available, free-of-charge, at LPDB's Defender Training Institute (DTI), a 7-day intensive skills training from nationally renowned faculty. Other training is provided upon request. Retirement benefits are available after employment for a certain period.

TO APPLY:

Applicants should submit a cover letter, a legal writing sample, and references. The position will remain open until filled and applications will be reviewed on a rolling basis. Please direct inquiries and application materials to:

Jay Dixon, District Defender
Calcasieu Public Defender's Office
1032 Ryan Street
P.O. Box 3757
Lake Charles, LA 70602
Tel: (337) 436-1718 Fax: (337) 494-0370